

PARTICIPANT FILE REVIEW and ANALYSIS

- Required content of participant files;
documentation
 - Quality of documents
- Required content of Host Agency files

ACTIVE PARTICIPANT FILE REVIEW

- Participant Name:
- Enrollment Date:
- Intake complete and signed/dated:
- Most-in-Need characteristics accurately noted and documented:
- Eligibility factors documented:
- Family size documented; if notarized, signed/dated/seal:
- Income worksheet completed, signed/dated by all parties:
- Income correctly calculated and documented:
- Recertification on time; accurate; documentation and family size correct:

- I-9 signed/dated:
- Orientation signed/dated:
- Participant Agreement signed/dated:
- Physical waiver form or notice of physical:
- Proof of One-Stop Registration:
- Acknowledgement of Employment Status:

- Assessment (with twice per year updates):

Quality:

- IEP (with updated actions):

Quality:

- Community service assignment(s) with position descriptions:

Quality/directly related to assessment:

- Host agency supervisor evaluations:
- Any personnel actions as appropriate (IEP warnings, grievances):
- Transition planning letters and IEPs for durational limit participants
- Case notes:

HOST AGENCY FILE REVIEW

- Host Agency Name:
- Current signed and dated Host Agency Agreement (with FEIN):
- Current 501 c(3):
- Authorized signature forms:
- Acknowledgement of orientation:
- Current Calendar of observed Federal Holidays
- Annual safety evaluation reports:
- Annual monitoring reports (and any necessary follow-up documentation):
- Case notes: